

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO: S09-57

DATE: May 4, 2009

SUBJECT: VACANCY ANNOUNCEMENT NUMBER 09-13A

OPEN TO: Eligible Family Members (EFMs) Only

POSITION & GRADE: Roving Administrative Support Specialist
FP-08 - \$30,231

WORK HOURS: When Actually Employed (WAE)*

OPENING DATE: May 05, 2009

CLOSING DATE: May 19, 2009

***THE INCUMBENT WILL BE CALLED TO WORK ON AS NEEDED BASIS.**

The U.S. Embassy in Bamako is seeking an individual for the position of Roving Administrative Support Specialist at the Embassy.

BASIC FUNCTION OF POSITION:

The Roving Administrative Support Specialist provides administrative support and back up to other offices within the U.S. Embassy as needed. S/he will be supervised by the Regional Human Resources Officer or designee.

NOTE: This is an opportunity for American Family members to initiate requests for security clearances which would render you eligible for other sensitive positions within the Mission and may carry over to State Department jobs in other U.S. Missions overseas and at the Department in Washington.

QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED:

- a) **Education:** Completion of secondary school, vocational, or university degree is required.
- b) **Prior Work Experience:** Two to four years secretarial/clerical experience or training in an office management environment, required.

- c) **Language Proficiency:** Level IV English and Level I French.
- d) **Job Knowledge:** Secretarial, office management, and administrative practices and DoS procedures.
- e) **Skills and Abilities:** Excellent computer skills, preferably in Word, Excel, and Internet; and excellent communication skills.

SELECTION PROCESS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

ADDITIONAL SELECTION CRITERIA:

Embassy will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following or the application will not be considered.

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Copies of any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO:

American Embassy – Bamako – Mali; Att: Human Resources Officer; B.P 34, American Embassy, Bamako, Mali.

POINT OF CONTACT

Kaou Komé (ext 2070-2512) or Mah Touré Camara (2070-2315)
Telephone: 2070-23-00 - FAX: 223-2070-2479

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment in either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
- 2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
- 3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
- 4. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MAY 19, 2009

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA:MCamara
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